

**TOWN OF ALTON  
RESOLUTION  
GOVERNING THE AUTHORITY  
OF THE  
PARKS & RECREATION COMMISSION  
AND  
RECREATION DIRECTOR**

WHEREAS, the Alton Board of Selectmen seeks to clarify the responsibilities of the Parks & Recreation Commission under the provisions of RSA 35-B; and

WHEREAS, the Selectmen are henceforth assuming overall responsibility for the maintenance of Town parks, recreation facilities and public grounds, obligations which had previously been under the auspices of the Parks and Recreation Commission; and

WHEREAS, the Parks & Recreation Commission ought, by necessity, to remain deeply interested and concerned about the condition of these areas as this may affect the ability of the Town to provide high quality programs, activities and special events in sufficient quantities; and

WHEREAS, the Selectmen hereby declare the maintenance of parks and recreation areas to be a high priority; and

WHEREAS, the Selectmen recognize the need for timely maintenance so as to have the Town's parks and recreation areas ready and safe for public use and scheduled activities;

NOW THEREFORE, be it resolved, the Alton Board of Selectmen hereby adopts the following guidelines:

1. The Parks & Recreation Commission shall have the following powers:

(a) To acquire donations for real and personal property in the name of the Town, or to recommend the purchase of property for parks and recreation purposes; and to recommend the disposal of Town-owned property which is no longer needed for a public purpose; provided, however, the acquisition or disposal of any Town-owned property shall be in accordance with State Law and applicable Town policy.

(b) To develop, promote, plan and evaluate self-supporting leisure activities; to include the authority to make contracts for the provision of organized recreation programs that are either free or self-supporting, and authorization to make agreements with any other governmental agencies in the course of providing these types of programs.

(c) To grant concessions for the commercial or non-profit use of Town-owned parks and recreation property, provided, however, that said concessions are to comply with all Town ordinances and regulations concerning the use of public property, (subject to the limitations enumerated herein) and that said concessions are made in accordance with the provisions of the Town Policy Manual for Municipal Operations. The Commission shall notify the Selectmen of all concessions granted so they can ensure compliance with written Town policies. Additionally, the Commission shall not be entitled to enter into any concession agreement which is irrevocable or of a duration longer than one year without prior approval of Town Meeting. All funds received from concessions are to be deposited into the Recreation Revolving Fund, under the custody of the Town Treasurer.

(d) To determine, assess and collect charges for participation in leisure programs that are self-supporting, provided, however, that all funds received are deposited into the Recreation Revolving Fund, under the custody of the Town Treasurer.

(e) To make and enforce rules and regulations governing the use of public parks and recreation facilities during organized events sponsored by the Parks & Recreation Department.

(f) To consult with the Recreation Director, other Town Officials, civic organizations, youth groups, etc., as may be needed to assist the Commission in meeting its responsibilities.

(g) To delegate, to whatever extent may be deemed necessary, the routine administration of the Commission's powers to the Recreation Director, to include program supervision, disbursement of Recreation Revolving Fund monies, and other responsibilities as listed above, provided that such delegation is conferred by a vote of the Commission and may be revocable under the same circumstances at any time.

2. Unless otherwise set forth by the legislative body of the Town, all appropriations for parks and recreation purposes are budgeted under the jurisdiction of the Parks & Recreation Department, to be managed by the Board of Selectmen in the same manner as the other prudential affairs of the Town, and as may be further delegated to the Recreation Director as the Department Head and the Town Administrator in accordance with the provisions of the Town Policy Manual. Therefore, until such time as Town Meeting may decide differently, there are no Town funds that have been appropriated for use by the Parks & Recreation Commission.

3. It shall be expressly understood that the Recreation Director is an employee of the Town, under the sole jurisdiction of the Selectmen, subject to their oversight, and under the general direction of the Town Administrator. In the event of a vacancy in the position of Recreation Director, representatives from the Parks & Recreation Commission shall be requested to participate in the selection of a Recreation Director. However, the actual appointment of the Recreation Director shall be the exclusive authority of the Board of Selectmen, as set forth in accordance with written Town policies. The Parks & Recreation Commission has no jurisdiction whatsoever over the employment status of the Recreation Director and any written policy to the contrary shall be hereby superseded and subsequently revised. The Recreation Director shall serve as head of the Parks & Recreation Department, with all of the duties, responsibilities and authority as may be delegated herein and under Town policy as set forth by the Board of Selectmen. But, nothing in this paragraph shall be construed to prevent the Commission from communicating with the Selectmen in order to discuss the work performance of the Recreation Director.

4. All other Recreation Department personnel shall be appointed as follows:

(a) Program Supervisors and their Assistants (to include Day Camp Supervisors, Recreation Assistants, Technical Assistants, etc.) shall be paid as Town employees from the Recreation Revolving Fund on an hourly basis. These monies shall also be used to pay all associated payroll expenses. Appointments shall be made by the Commission upon the recommendation of the Director, who shall be required to comply with written Town Policy governing the hiring of employees. Administrative oversight during the term of employment shall be provided solely by the Director.

(b) Program Instructors and their Assistants (to include Tennis Instructors, Swimming Instructors, Dance Instructors, Aerobics, Youth Sports, etc.) shall be paid as independent contractors under terms agreeable to the Commission, upon the recommendation of the Director. Written agreements shall be required which detail the terms of the contract. Administrative oversight during the contract period shall be provided solely by the Director. Payments for services shall be made from the Recreation Revolving Fund.

(c) Lifeguards shall be appointed as Town employees by the Board of Selectmen upon the recommendation of the Director. All associated payroll expenses shall be disbursed from budgeted funds. Administrative oversight of Lifeguards shall be under the immediate jurisdiction of the Recreation Director, subject to the Town's chain-of-command. The Parks & Recreation Commission shall have no jurisdiction over Lifeguards or any other Town employees being paid from budgeted funds.

5. The Recreation Director shall be responsible for the preparation, submission and administration of the Parks & Recreation Department budget, with advice and consultation provided by the Commission. But, the Commission shall have no jurisdiction or responsibility over the Parks & Recreation Department operating budget or other funds which have been appropriated, except to the extent that the Selectmen may delegate to the Commission a specific role in a decision-making process. The Commission is encouraged to make recommendations and support funding requests as they may pertain to annual operating budget appropriations, multi-year capital improvement plans, long-term planning for facility development and the acquisition of Town-owned parks and recreation resources, in a manner that is consistent with the goals and objectives of the Recreation Master Plan. The Commission should also provide assistance in the pursuit of available grant funds.

6. The Recreation Director shall have the authority to make all purchases and to enter into contracts as this may relate to the expenditure of funds which have been appropriated for the Parks & Recreation Department. All such purchases and contracts shall be in accordance with written Town policies.

7. The Parks & Recreation Commission shall establish guidelines for the use of the following recreation facilities by the public and organized youth leagues: Jones Field, Route 140 Recreation Area, Alton Bay Water Bandstand, Alton Bay Waterfront Park Bandstand. The actual administration of said guidelines and the scheduling of the facilities in accordance with the guidelines shall be done by the Recreation Director. The Commission shall not adopt any rule or regulation which unreasonably restricts the use of Town recreation facilities for religious or political purposes, except as may be consistent with other laws, ordinances or regulations, or as may be necessary to prevent violence or civil unrest. Any person aggrieved by the rules, regulations or enforcement thereof, may appeal their case to the Board of Selectmen.

8. It is hoped that members of the Parks & Recreation Commission will serve as volunteers and key providers in meeting the leisure needs of the community, and as such, they shall be considered duly authorized Town Officials whenever acting in a good faith manner on behalf of the Town in an activity which has been authorized by a vote of the Commission. In addition, it is hoped that they will be able to encourage more volunteers and participants to provide necessary leadership, enthusiasm, labor and/or other contributions.



9. The Parks & Recreation Commission shall operate as a public body of the Town, in a manner that is not inconsistent with the provisions of RSA 35-B, RSA 91-A, the Town Policy Manual for Municipal Operations, and all other applicable laws, except that all authority not specifically granted herein, shall be reserved to the Selectmen. It shall be expressly understood that no single member of the Parks & Recreation Commission shall have any authority over matters which are under the jurisdiction of the Commission as a whole, unless such authority has been delegated by a vote of said Commission.

10. The construction, storage, placement or installation of any structure on Town-owned property which requires a Building Permit under the regulations of the Town shall require the approval of the Board of Selectmen. In addition, the Selectmen shall be informed of any other significant modifications to Town-owned property (not including plantings of vegetation) and they reserve the right to exercise final authority over all such activity.

11. From time-to-time, the Board of Selectmen may request the Parks & Recreation Commission consider undertaking special projects, such as the B&M Caboose Restoration. And of course the Commission may also volunteer to participate in special projects upon its own initiative. In the event the Commission engages in special project management activities, it is hoped that all concerned parties will be able to identify and agree upon specific areas of responsibilities as may be needed in accordance with the provisions of this resolution.

12. The maintenance of Town recreation areas and equipment shall be undertaken primarily by the personnel assigned to the Administrative Services Department under the jurisdiction of the Board of Selectmen, with direction and general oversight provided by the Town Administrator. Designated staff members may include: Maintenance Supervisor, Custodian and Groundskeepers. At a minimum, their routine responsibilities shall include: meeting the maintenance needs of the Parks & Recreation Commission and the Parks & Recreation Department, mowing lawns and turf maintenance, ballfield linings and grooming, trash pick-up, sanitation, repairs, raking leaves, vegetation management, painting, snow removal, facility set-up and take-down, (i.e. basketball nets, tennis nets, volleyball nets, swim area ropes, and spectator accommodations). In addition, the personnel and equipment of the Highway Department shall be made available as needed. And volunteers, including members of the Parks & Recreation Commission are encouraged to participate in grounds maintenance for specific projects as may be needed. In the event of extenuating circumstances for unforeseen special events, maintenance and/or preparations may be required on weekends, evenings or holidays, provided that volunteer labor is unavailable or not practical. However, it shall be understood that authorization for overtime shall be in accordance with the provisions of written Town policy.



13. The Recreation Director and members of the Parks & Recreation Commission are authorized to use Town-owned vehicles in the course of conducting official business on behalf of the Town. In so much as possible, usable vehicles shall be made available on a first-come first-served basis upon request to the Town Administrator at least twenty-four hours in advance, through a centralized pool under the jurisdiction of the Administrative Services Department. There shall no longer be any Town vehicles which are considered to be under the jurisdiction of the Recreation Department or Parks & Recreation Commission. The Town shall reimburse for mileage expenses in accordance with Town policy for official travel if no vehicles are available. In addition, vehicles and equipment under the jurisdiction of the Highway Department may also be made available for use by Town employees when necessary upon seventy-two hour advance notice.

14. The Parks & Recreation Commission shall be responsible for the development of a Town-wide Recreation Master Plan to be included as a chapter in the Town's Master Plan. The Parks & Recreation Commission shall cooperate with the Planning Board to the fullest extent possible in this endeavor. Future up-dates or periodic revisions shall be made as deemed necessary by the Commission or upon request of the Planning Board. The Recreation Director shall serve as staff to the Parks & Recreation Commission for this project.

15. The following is an inventory of Town parks and recreation facilities to be maintained under the jurisdiction of the Administrative Services Department, subject to the oversight of the Selectmen, with general direction provided by the Town Administrator. Furthermore, it is recognized that the Highway Agent may be called upon to provide additional labor and equipment as may be needed and the Recreation Director shall provide input into the preparations and layout of facilities for municipal leisure programs. However, nothing in this resolution shall be construed to limit the ability of the Board of Selectmen or the Town's Legislative Body from adding or subtracting additional parks and recreational facilities from this list at anytime.


Alton Bay Boat Launch  
Alton Bay East Bathhouse  
Alton Bay Land Bandstand  
Alton Bay Waterfront Park  
Alton Bay West Swim Dock  
Gilmans Corner Triangle  
Half Moon Pond Boat Launch  
Jones Field  
Merrymeeting River Waterfront Park  
Monument Square  
Rollins Hill Park  
School Street Shortcut Park  
West Alton Waterfront Dock

Alton Bay Boat Slips  
Alton Bay East Town Beach  
Alton Bay Water Bandstand  
Alton Bay West Bathhouse  
Echo Point Boat Launch  
Ginny Douglas Park  
Harmony Park  
Little Fenway  
Merrymeeting Triangle  
Railroad Square  
Route 140 Recreation Area  
Stockbridge Crnr Triangle  
York Park

THIS RESOLUTION GOVERNING THE AUTHORITY OF THE PARKS & RECREATION COMMISSION AND RECREATION DIRECTOR HAS BEEN APPROVED AND ADOPTED ON THIS THE 1st DAY OF MAY, 1996, BY THE ALTON BOARD OF SELECTMEN, UPON CONCURRENCE WITH THE PARKS & RECREATION COMMISSION. ATTEST:

  
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Reuben L. Wentworth, Chair

  
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Arnold P. Shibley, Vice-Chair

  
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Stanley E. Czech, Selectman

UNDER SEAL OF THE TOWN, RECEIVED AND RECORDED ON THIS THE 2nd DAY OF MAY, 1996, BY:

  
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Gwendolyn M. Jones, Town Clerk



